



***Division of Public Health Services***

*Office of the Assistant Director  
Public Health Preparedness Services*

1740 W. Adams, Room 203N  
Phoenix, Arizona 85007  
(602) 364-0720  
(800) 952-0374  
(602) 364-0758 FAX

JANET NAPOLITANO, GOVERNOR  
CATHERINE R. EDEN, DIRECTOR

**FAX TRANSMITTAL SHEET**

**DATE:**       **March 18, 2004**

**TO:**           **Laboratory Director and QA Manager**

**FROM:**       **Steven D. Baker, Office Chief  
Lab Licensure, Certification and Training  
State Laboratory Services**

**Subject:**     **Information Update #83**

**PAGES:**     **3 (including cover)**

**NOTE:**       **If any of the pages are missing, please call 1-800-952-0374, (602) 364-0734 or (602) 364-0733.**

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## **Information Update**

**March 18, 2004**

**Update #83**

1. The Technical Resources and Training Program is planning to have the following workshops on April 20 and 21, 2004. Mr. Jack Farrell of Analytical Excellence, Inc. (AEX) will present the workshops.

- a. How to Properly & Scientifically Calibrate an Analytical System - A Practical Guide to Sound Operational Practices: (8 hours; cost - \$ 225.00; 8 AM - 5 PM, April 20, 2004)

For the course description please see the Information Update 82.

- b. Effective Internal Auditing to Meet Compliance Needs & Increase Service, Integrity & Efficiency: (4 hours, cost - \$125.00; 8 AM - 12 Noon, April 21, 2004)
- c. Prevention through Effective Corrective Actions: (4 hours, cost - \$125.00, 1 PM - 5 PM, April 21, 2004)

These classes will be held at the ASU Downtown Center, Phoenix.

Please complete the attached registration form(s) and fax it to us at (602) 364-0758 before March 31, 2004, if you are interested in attending these workshops, so that we can make appropriate plans. Please make the check payable to ADHS and mail it to the Lab Licensure address on the header.

2. If you have any questions, please call Prabha Acharya, Program Manager, Technical Resources and Training, at the Laboratory Licensure numbers or E-mail, [pacharya@hs.state.az.us](mailto:pacharya@hs.state.az.us). Copies of the Information Updates can now be found at our internet address: <http://www.hs.state.az.us/lab/license/tech/infoup.htm>

## **REGISTRATION FORMS**

APRIL 20, 2004, 8 AM -5 PM

### **How to Properly & Scientifically Calibrate an Analytical System**

(Please Type or Print)

(Dr., Mr., Mrs., \_\_\_\_\_  
Ms., Miss) (First) (M.I.) (Last)

Employer's Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's Phone Number: (\_\_\_\_) \_\_\_\_\_ Employer's Fax Number: (\_\_\_\_) \_\_\_\_\_

Check enclosed \_\_\_\_\_ Check to be mailed \_\_\_\_\_ Fax Number: (602) 364-0758

APRIL 21, 2004, 8 AM – 12 NOON

### **Effective Internal Auditing to Meet Compliance**

(Please Type or Print)

(Dr., Mr., Mrs., \_\_\_\_\_  
Ms., Miss) (First) (M.I.) (Last)

Employer's Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's Phone Number: (\_\_\_\_) \_\_\_\_\_ Employer's Fax Number: (\_\_\_\_) \_\_\_\_\_

Check enclosed \_\_\_\_\_ Check to be mailed \_\_\_\_\_ Fax Number: (602) 364-0758

APRIL 21, 2004, 1 PM – 5 PM

### **Prevention through Effective Corrective Actions**

(Please Type or Print)

(Dr., Mr., Mrs., \_\_\_\_\_  
Ms., Miss) (First) (M.I.) (Last)

Employer's Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's Phone Number: (\_\_\_\_) \_\_\_\_\_ Employer's Fax Number: (\_\_\_\_) \_\_\_\_\_

Check enclosed \_\_\_\_\_ Check to be mailed \_\_\_\_\_ Fax Number: (602) 364-0758